St Dominic
Catholic Primary School

Job Description for Deputy Headteacher

Salary: Range L5 – L10

Main Purpose:

Responsibility for the Catholic Purpose and Identity of the School
The Deputy Headteacher must understand the nature and purpose of Catholic education and know that their first responsibility is to establish and sustain the Catholic identity of the school and safeguard the teaching of the church. They must ensure that this Catholic identity is reflected in every aspect of the life of the school. In particular it must be seen in the curriculum, the day-to-day organisation, staff development, staff and pupil relationships and the partnership between school, home, parish, local community, other schools, the LA and other agencies. This duty provides the context for the proper discharge of all other duties and responsibilities.

Leadership in Catholic Education
The Deputy Headteacher shares responsibility for the Leadership of a Catholic educating community and discharge of the vital role requires a significant theological insight and a vision of the development of a Catholic primary school. Each Catholic Deputy Headteacher has a responsibility to develop their own understanding of this leadership role through regular reading and participation in appropriate courses, together with frequent and serious reflection.

Principal Tasks and Accountabilities
In addition to carrying out the professional duties of a school teacher as set out in the current school teachers' pay and conditions document, the person appointed is required to fulfil the functions of Deputy Headteacher, i.e.

- Assist the Headteacher in upholding the Catholic ethos of the school and the Mission Statement.
- In the absence of the Headteacher, deputise for and undertake the professional duties of the Headteacher
- Manage staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement
- Promote and safeguard the safety and welfare of children and young people.
- Undertake any additional professional duties of the Headteacher, which may be delegated to them by the Headteacher

Teaching and Learning:

- Participate fully in the development of teaching and learning in the school and provide an exemplary professional model as a classroom practitioner.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing their exemplary behaviour in school and in the wider community.
- Co-ordinate and monitor the provision of a balanced curriculum, which meets statutory requirements and caters for the range of learning styles and needs of the children in the school.

- With the Headteacher, review and monitor planning, teaching and learning throughout the school to help ensure a high standard of education for all pupils.
- Take the lead responsibility for the development and co-ordination of multiple subjects including core subject areas throughout the school.
- Take the lead responsibility for the analysis of assessment data
- Provide guidance and support to other members of staff in planning and implementing schemes of work.
- Provide support for early career or newly appointed teachers and supply teachers (both short term and long term).
- Allocate duties and responsibilities of staff and coordinate all timetable arrangements.
- Model and promote an attractive environment which stimulates learning and enhances the appearance of the school, expressing its Catholic identity
- Provide advice and support to parents about their child's development
- Assist the Headteacher in the school's self-evaluation procedures **and** setting school targets against Diocesan, LA and national expectations.
- Take on the role of Deputy Designated Safeguarding Lead, supporting the Designated Safeguarding Lead.

Whole-school organisation, strategy and development:

- Ensure the school's vision is clearly articulated, understood and acted upon effectively by all.
- Provide leadership in the development and implementation of policies and procedures that would ensure both the inclusion of all pupils and ensure opportunities for all pupils to raise their individual level of achievement.
- Work with the headteacher on the organisation and day to day running of the school
- Demonstrate the vision and values of the school in everyday work and practice.
- Assist in providing effective organisation and management of the school and seek ways of improving organisational structures and functions
- Deploy people and resources efficiently and effectively to secure the school's aims and mission through meeting specific objectives in line with the school's strategic plan and financial objectives.
- Assist the Headteacher in the school's self-evaluation procedures and setting school targets against Diocesan, LA and national expectations
- Implement strategies that secure high standards of behaviour and attendance.
- Challenge underperformance at all levels and ensure effective action and follow-up.
- Take on the role of Deputy Designated Safeguarding Lead, supporting the Designated Safeguarding Lead.

Working with colleagues and other relevant professionals:

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues and promote a culture of teamwork

- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement

Management of staff and resources:

- Direct, supervise Teaching Assistants and carry out annual and mid-term review appraisals
- Organise whole school timetables and rotas as appropriate
- Organise school cover for training and absence
- Allocate duties and responsibilities of staff and co-ordinating timetable arrangements
- Work with the Headteacher on the appointment of staff, on the performance management of staff and lead the induction of new Teaching staff.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Monitor quality and standards of resources delegated to them.

Professional development:

- Take part in the school's appraisal procedures.
- Take part in further training and development to improve own teaching and overall performance.

Communication:

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.
- Advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports, as required.
- Support fully the life and work of the school and promote a positive image of the school always.

This job description will be reviewed annually as part of the performance management programme. It will be reviewed annually or earlier where it is thought to be appropriate in the light of changing circumstances.

Headteacher'signature: Date:

Post-holder's signature: Date